

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Timekeeping

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

C = Custom Report/Inquiry

N = Cannot Meet Requirement

T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Timekeeping General Requirements					
TL 1.00	System allows employees and employee groups to be processed based on positive or exception time entry					
TL 2.00	System provides history of time entered by calendar and fiscal year					
TL 3.00	System checks employee status prior to allowing time entry (check for suspension, terminated, etc.)					
TL 4.00	Produces default hours for exception based employees based on user defined profile					
TL 5.00	Provide ability to adjust template for individual employees					
TL 6.00	Provide for the following types of time and expense entry:					
TL 6.01	Online by the employee (web enabled)					
TL 6.02	Entry by data entry personnel or timekeepers					
TL 6.03	Third party time entry systems (ex - DOT, Multi-Trak, KRONOS)					
TL 7.00	Support the use of automated time collection (ex - magnetic card readers) for time all timesheet information					
TL 8.00	Allow employees to submit more than one timesheet (one per Agency)					
TL 9.00	System provides the ability to define timesheet fields by Agency, job class, hours type, cost center, etc.					
TL 10.00	System allows timesheet edits to be defined by Agency, job class, hours type, cost center, etc.					
TL 11.00	System provides on-line or printed pro-forma timesheet for each employee and anticipated distribution of hours based on static model associated with position assignment.					
TL 12.00	System provides on-line or printed pro-forma timesheet for each employee and anticipated distribution of hours based on prior entry session					
TL 13.00	System must default as much information as possible, including:					
TL 13.01	Agency					
TL 13.02	Division					
TL 13.03	Cost Center					
TL 13.04	Project					
TL 13.05	Other COA fields					
TL 13.06	Name					
TL 13.07	Employee number					
TL 13.08	Pay period and dates					

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TL 13.09	Workgroup					
TL 13.10	FLSA					
TL 13.11	Units					
TL 13.12	Position number					
TL 13.13	Classification and title					
TL 13.14	Pay period number					
TL 13.15	Service anniversary date					
TL 13.16	Hire date					
TL 13.17	Service group code					
TL 13.18	Sick bank indicator					
TL 13.19	Daily schedule information for hours worked, leave, etc.					
TL 13.20	Leave balances					
TL 13.21	Leave adjustment indicator					
TL 13.22	Leave adjustment value					
TL 14.00	System will allow an unlimited number of pay codes for an employee					
TL 15.00	Provide the ability to restrict pay codes by Agency, classification, workgroup, etc.					
TL 16.00	Provide the ability to define maximum number of hours by pay code by agency, classification, status, workgroup, etc.					
TL 17.00	System will generate additional rows for pay codes not coded under certain conditions (minimize duplicate lines entered) such as:					
TL 17.01	Bonuses, allowances, etc. that are associated with hours worked at base pay					
TL 17.02	Base pay for all hour worked with certain kinds of bonuses					
TL 18.00	System will verify hours worked based on work schedule and pay codes					
TL 19.00	System allows for employees to charge time to a specific program or project and specify the type of work performed.					
TL 20.00	Provide for designation of default ("home") accounting information (dept, org, project, etc.) to be used on time entries where no additional information is specified on the timesheet					
TL 21.00	System allows employees to charge time to a Cost Center other than their "home" Agency or Cost Center (with interactive edit) based on user defined options by department, cost center, etc.					

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TL 22.00	System provides ability for user to specify distribution percentages when multiple cost centers are charged (or the use of actual hours by cost center)					
TL 23.00	The system displays current leave accrual rates, codes and the maximum balances for each employee while time is being entered or reviewed.					
TL 24.00	Collects the following time reporting information at a minimum:					
TL 24.01	Employee number					
TL 24.02	Employee name					
TL 24.03	Accounting information for "home" cost center (agency, project, other COA information)					
TL 24.04	Accounting information for each line (if different from "home")					
TL 24.05	Hours worked					
TL 24.06	Hours type (regular, vacation, leave, etc.)					
TL 24.07	FLSA					
TL 24.08	Workgroup					
TL 24.09	Units					
TL 25.00	System allows interactive edits of time data against the employee leave balances					
TL 26.00	System must check FMLA eligibility when entering time					
TL 27.00	System must provide for the adjustment of leave balances for the two prior pay periods without going to a different data entry window					
TL 28.00	System allows for daily entry					
TL 29.00	System allows for entry of total hours per pay period by pay type					
TL 30.00	Allows entry of sessions/visits as well as hours					
TL 31.00	Provides ability to enter statistical information when required (equipment usage, units of work accomplished)					
TL 32.00	System should allow for a comment area on the time sheet					
TL 33.00	System allows input of time in decimal increments in tenths					
TL 34.00	System calculates/verifies overtime hour eligibility based on user defined rules, including:					
TL 34.01	FLSA					
TL 34.02	The system has the ability to generate overtime for all types of schedules such as 37.5 hour, 40 hour, 28 day, etc.					

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TL 34.03	Ability to correctly compute overtime for split work weeks (portions of work week are a part of two pay periods)					
TL 34.04	System has the ability to handle combined rates of overtime for employees who have time tied to more than one job which may be in more than one Agency.					
TL 34.05	Spread overtime among cost centers worked					
TL 34.06	Recognize distinction between regular and premium overtime					
TL 34.07	Other State policies					
TL 35.00	System generates holiday schedules and automatically updates eligible employee time and attendance records.					
TL 36.00	Automatically defaults hours for eligible employees for holidays, including:					
TL 36.01	One normal work day for all eligible employees based on schedule					
TL 36.02	Accrue one normal work day leave for certain employees that normally work on holidays (per DOP rules)					
TL 36.03	Allow payment for holiday worked based on Agency, and job class					
TL 36.04	Provide user definition for eligibility (ex - positive pay status for the major portion of prior day, on qualified leave type, etc.)					
TL 37.00	System allows for the processing of two different years at the same time.					
TL 38.00	System allows employee to enter multiple time records for a 24 hour period including varying periods of time of time worked, cost centers, projects and other COA elements worked within a given shift					
TL 39.00	System allows various bonuses to be tied to:					
TL 39.01	Class					
TL 39.02	Employee					
TL 39.03	Type of work					
TL 39.04	Shift					
TL 40.00	System provides user defined eligibility rules for entry of bonus hour types					
TL 41.00	System allows each Agency to create work shifts and work schedules of variable duration, for example:					
TL 41.01	24 hour shift					
TL 41.02	12 hour shift					
TL 41.03	21 day schedule					

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TL 41.04	Day of schedule start (Monday, Tuesday, day after end of last schedule, etc.)					
TL 41.05	User defined					
TL 41.06	Combinations of shift, schedule, and schedule start					
TL 42.00	System allows scheduling of periodic shifts or schedules on an annual basis					
TL 43.00	Ability to make on-line correction of work distribution					
TL 44.00	Ability for changes to prior periods to integrate with payroll to correct pay, hours worked, etc.					
TL 45.00	Ability to future date transactions for processing during the appropriate pay period					
TL 46.00	Support "matrix" style time entry for multiple employees when all employees have the same pay type and accounting distribution (ex - unit time sheets for the Safety personnel)					
	System must automatically compensate for daylight savings time					
TL 47.00	Provide for flexible workflow for review and approval of timesheets, including:					
TL 47.01	Routing of individual timesheets to timekeepers and/or supervisors for employees performing direct entry					
TL 47.02	Routing of batches of timesheets to appropriate management personnel					
TL 47.03	Assign employees to workgroups that are routed through workflows					
TL 47.04	Routing may vary depending on exceptions to time reported (leave taken, overtime, etc.)					
TL 48.00	Provide controls that specify expected minimum and maximum hours by:					
TL 48.01	Department					
TL 48.02	Job class					
TL 48.03	Other user specified					
TL 48.04	Time sheet transmittal (positive & exception reporting)					
	Reporting and Query Requirements					
TL 49.00	The system will provide for online access to all employee time and attendance data with appropriate security					
TL 50.00	System will include a flexible report writing capability that will allow reports to be generated based on user defined criteria					

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TL 51.00	System provides exception reports after time input that will capture a variety of incidents, including:					
TL 51.01	No time for active employee					
TL 51.02	Excessive overtime					
TL 51.03	Employees not paid and not on leave					
TL 51.04	Overtime for Fair Labor Standards Act (FLSA)					
TL 52.00	Attendance report					
TL 53.00	Overtime reports					
TL 54.00	Time & leave input report					
TL 55.00	Hour type exception report					
TL 56.00	System will provide a report that details scheduled hours, time worked, leave usages, leave balances, etc., on a daily basis each pay period for every employee.					